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(Fax No.)

[illegible]

[illegible]

## SECTION II – Force Account/In-Kind Services/In-House Labor and Equipment:

If work has been accomplished using in-house labor and equipment, submit the following documentation and fill in totals below:

1. A list or computer printout of individuals working on this project to include; job function, dates and hours each individual worked, hourly rate and total paid.
2. A list or computer printout of equipment used, dates and hours operated on this project. Usage rates should be based on current schedules used within the county or town, or current State Highway Administration rate schedule. Indicate the source for rates used.

Total Labor Cost	\$ _____
Total Equipment Cost	\$ _____
<b>Section II. Total</b>	<b>\$ _____</b>

### Summary of Costs

<b>Total Section I. <i>plus</i> Section II.</b>	<b>\$ _____</b>
State Percentage Approved	_____ Please Use Decimal Point; i.e. for 20% enter .20
<b>Total Reimbursement Requested</b>	<b>\$ _____</b>

**NOTE:** Additional support documents for costs submitted on this project, such as contracts, change orders, bid tabulations, labor and equipment records, will be retained by the grant recipient for three years after final reimbursement.

**Payment Certification:** *I hereby certify that the costs submitted for reimbursement are true and correct, and that all payments have been made to all persons, vendors and contractors engaged in this project in accordance with local government procurement procedures and the "Program Open Space Grant Application and Project Agreement" and attachments.*

(Signature of Local Government Fiscal Authority or of Local Project Coordinator, see Section 1, 2.)	(Typed or Printed Name)	(Title)	(Date)
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Reimbursement Processing Time: Allow one (1) month from date of receipt by the State for processing of this reimbursement request. Forward request to the appropriate POS office below:

Asst. Central Regional  
Administrator  
Program Open Space  
Department of Natural Resources  
Tawes State Office Bldg. (E4)  
580 Taylor Avenue  
Annapolis, Maryland 21401

Asst. Eastern Regional  
Administrator  
Program Open Space  
Department of Natural Resources  
Tawes State Office Bldg. (E-4)  
580 Taylor Avenue  
Annapolis, Maryland 21401

Asst. Southern Regional  
Administrator  
Program Open Space  
Department of Natural Resources  
Tawes State Office Bldg. (E4)  
580 Taylor Avenue  
Annapolis, Maryland 21401

Asst. Western Regional  
Administrator  
Program Open Space  
Department of Natural Resources  
3 Pershing Street, Suite 104  
Cumberland, Maryland 21502

Regional Assist. or Administrator Approval	(Signature)	(Date)
Community Parks and Playgrounds Program Manager Approval	(Signature)	(Date)
POS Director Approval	(Signature)	(Date)